



DOCPER Contractor Online Processing System

Instruction Manual for Online Processing

Version 2.0

Date: 26 July 2006

Goals of the DCOPS System and Process

- **Streamline “paper-flow” (Presidential Management Agenda)**
- **Increase Security (FOUO Information)**
- **Simplify Record Keeping**
- **Improve Reliability of Data**
- **Reduce data entry errors**

5 COR Steps to TESA/ASSA Approval Process Overview (Phase 1)

COR Step 1: Initiate process

COR transmits KO-signed designation letter to DOCPER.

DOCPER generates COR login & initial password

Phase I: Contract Approval

COR Step 2: "Complete"/Submit DCOPS Contract

COR completes online AE 715-DA, uploads documents



COR submits completed contract to DOCPER

DOCPER

DOCPER returns for modification/correction
Or DOCPER notifies COR if contract rejected



DOCPER reviews contract documents

- Approves (DOCPER approval) or
- Denies contract

Phase I done:
contract approved,
both DOCPER and
Land concurrently
approve.



Status Approved



Land reviews contract documents:

- Approves (Land approval) or
- Denies contract

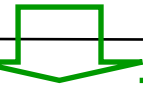
DOCPER notifies COR
of approval to proceed

Phase II: Individual Application Approval

5 COR Steps to TESA/ASSA Approval Process Overview (Phase 2)

Phase I: Contract Approval

DOC PER notifies COR
of approval to proceed



Phase II: Individual Application Approval

COR Step 3: Generate the Applicant

COR "generates" applicant's DCOPS
login ID

COR Step 4: "Complete" application



COR notifies Applicant to complete application

Applicant submits completed application to COR



Applicant completes
online AE FORM 715-9C
& uploads documents



COR Step 5: Submit DCOPS Application



COR submits completed application to
DOC PER

DOC PER returns for modification/correction
Or DOC PER notifies COR if status denied



DOC PER reviews applicant document

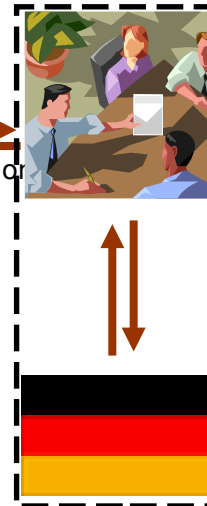
- Approves (DOC PER approval) or
- Denies applicant accreditation



Status Approved



Phase II done:
Individual Application
Status accreditation
approved
DOC PER issues 1172-2



- Land reviews applicant documents:
- Approves (Land approval) or
 - Denies applicant accreditation

TESA/ASSA Approval Process - Details

- **Levels of Status Accreditation**
 - **ME - Military Exigency, 10 weeks, requires ME Memo signed by O-6 or above**
 - **Conditional - 120 days, bilateral approval, no German address yet**
 - **Full - earlier of 3 years/end of contract, bilateral approval, German address**
- **Can begin submitting Applications upon DOCPER Contract Approval**
- **“Contract Notification” and “COR Transmittal” Memoranda no longer required**
- **DCOPS enables delegation**
 - **to PM (contract and applications) and**
 - **to Applicant (applications)**
- **DCOPS not for TESA/ASSA TDY or FAX-Back**
- **Concept of “Managing by DCOPS Status”**

“Managing by DCOPS Status”

Each step in the DCOPS process has a corresponding “Status” which reflects current progress in the approval process.

(Not to be confused with Status under NATO SOFA)
To “manage” the DCOPS process ask these questions:



Who triggered the current status?
Why?
Who has access under this status?

Contract Status

- **Pending Submission to DOCPER**
- Pending Review by DOCPER
- **Returned to COR**
- Approved by DOCPER
- Disapproved by DOCPER
- **Land OK (Phase I Done)**
- Mod Requested by COR
- **Mod Pending Submission to DOCPER**
- Mod Pending Review by DOCPER
- Mod Approved by DOCPER
- **Mod Returned to COR**
- Mod Complete
- **Expired by System**

Applicant access
COR access
DOCPER access
Approved Status
Disapproved status

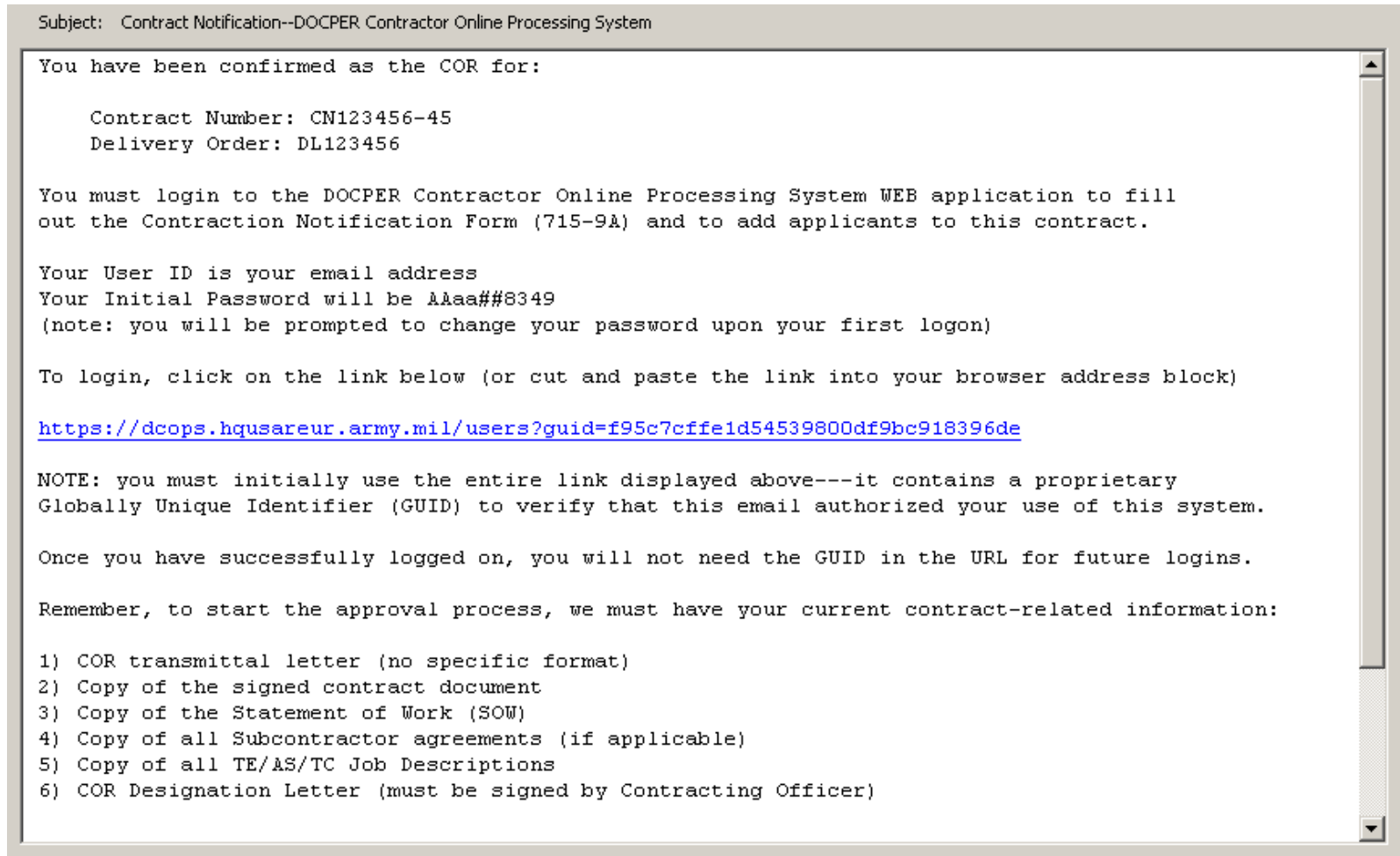
Applicant Status

What action is required?

- **Pending Submission to COR**
- **Pending Review by COR**
- **Returned to Applicant**
- Pending Review by DOCPER
- Approved by DOCPER
- Approved by DOCPER – ME
- **Land OK (Phase II Done)**
- **Denied (DOCPER) - JD, OR, Qual ***
- **Denied (Land) - JD, OR, Qual ***
- **Application Expired**
- **Job Offer Declined**
- **Deferred**
- **Replaced**
- **Returned Without Action**
- **Terminated**

DCOPS Access

DCOPS provides log-in URL, ID (authenticated Email address) and temporary password which enables access.



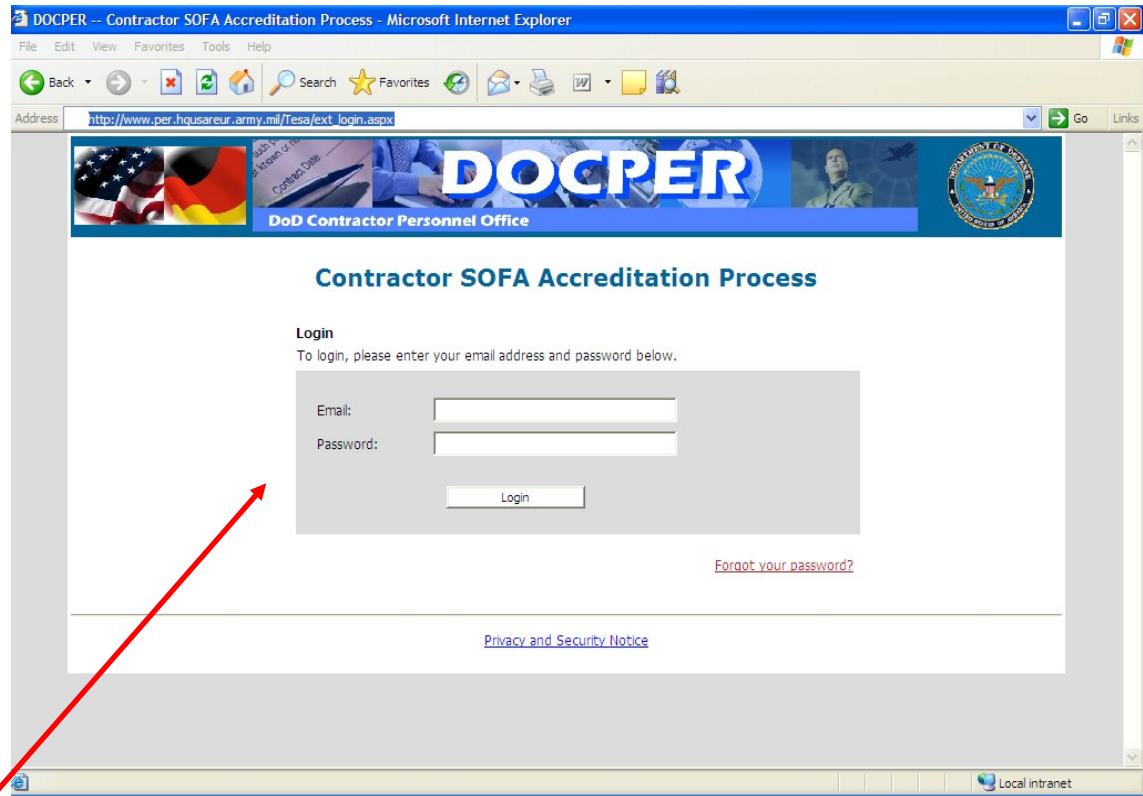
Step 1: Initiate the Process

The Contracting Officer's Representative (COR) notifies the DOD Contractor Personnel Office (DOCPER) that he/she is the COR for a particular contract to be used in Germany.

The COR provides his/her COR designation letter (signed by the Contracting Officer, or KO) via PDF format or by fax.

DOCPER assigns an action team to work with the COR. The DOCPER team provides a login and password to the COR via e-mail, and enters the contract number in the database.

The COR can now log in and see his/her contract.



The screenshot shows a web browser window titled "DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer". The address bar displays "http://www.per.hqusa.army.mil/Tesa/ext_login.aspx". The page features a header with the "DOCPER DoD Contractor Personnel Office" logo and a "Contractor SOFA Accreditation Process" title. Below the title is a "Login" section with the instruction "To login, please enter your email address and password below." It contains two input fields labeled "Email:" and "Password:", followed by a "Login" button. A red arrow points from the text "The COR can now log in and see his/her contract." to the "Login" button. Below the login fields is a link for "Forgot your password?". At the bottom of the page is a link for "Privacy and Security Notice". The status bar at the bottom indicates "Local intranet".

Step 1: Initiate the Process

DCOPS Contract Management

In this case, we can see the COR has three contracts in the TESA database. The COR sees that the latest contract (bottom-listed) is at the beginning stage, "Pending submission to DOCPER."

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

DOCPER
Contracting Officer Representative Main Menu

Navigation: [DOCPER Login Page](#)

Stephanie Clinton

Welcome to the DOCPER Contractor Online Processing System

NOTE: Applicant Documentation is now required to be **uploaded** to DOCPER.

To view an explanation of these changes, please [Click Here](#)

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

☒ Only Active Contracts ☐ Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
715-9A Applicants Request Mod	DAAB07-02-D-P001	0018	Land OK (Phase I Done)	21-Sep-2004
715-9A Applicants Request Mod	DAAB07-12345	0003	Land OK (Phase I Done)	09-Jun-2006
715-9A Applicants Request Mod	GS12345	DL12345	Pending Submission to DOCPER	13-Jul-2006

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

- Select **"715-9A"** to create, edit or view the Contract Notification form.
- Select **"Applicants"** to create, edit or view Applicant(s)
- Select **Request Mod** to send an email to DOCPER (a form will appear upon pressing this link)
- Click on the **Contract Number link** to see a read-only version of the Contract/Delivery Order.

Monday, July 24, 2006

DoD Contractor Personnel Office

Local intranet

Step 1: Initiate the Process

Step 2: “Complete” and Submit the contract

The COR clicks on the “715-9A” link (the number of the contract notification form), and is presented with the first page of the form.

Processing Options*	Contract Number	Delivery Order	Contract Status
715-9A Applicants Request Mod	GS-99F-99999	99-99999-99	a) Form Pending Submission to DOCPER

Each of the pages he/she must complete are noted in the blue box to the left of the form.

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER
Contractor SOFA Accreditation

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application | Submit to DOCPER](#) [Save and Continue](#) [Cancel](#)

Article Number: 73-Technical Expert Contract Number: F08626-12345

Effective Date: 01-Apr-1999 Delivery Order:

End Period of Performance: 30-Sep-2007 BPA:

Final Date: 30-Sep-2007

Remarks:
Modification P00024 extend period of performance 9/30/2003 Modification P00026 extends period of performance 9/30/2007 *T1

Tuesday, May 02, 2006 DoD Contractor Personnel Office

Done Local intranet

Step 2: “Complete” and Submit the

Stepwise Contract Completion Tracking

A check appears next to each item listed in the blue box as it is completed and saved.

Processing Options*	Contract Number	Delivery Order	Contract Status
715-94	Applicants Request Mod	65-99F-99991	99-99999-99
			a) Form Pending Submission to DDCPER

DDCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DDCPER
Contractor SOFA Accreditation

COR Contact Information

Navigation: [DDCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application | Submit to DDCPER](#) [Save COR Contact Details and Continue](#) [Cancel](#)

Military Address	Civilian Address
DSN Phone: 555-1212	Phone: 0711-555-1212
FAX: 12345678	FAX: 8765432
Address 1: Unit 29331	Address 1: Strasse
Address 2:	Address 2:
City: APO	City: Seckenheim
Postal Code: 09266	Postal Code: 12345
Country: <input checked="" type="radio"/> United States <input type="radio"/> Germany <input type="radio"/> Other Armed Forces Europe	Country: <input type="radio"/> United States <input checked="" type="radio"/> Germany <input type="radio"/> Other Baden-Wuerttemberg

Tuesday, May 02, 2006 DoD Contractor Personnel Office

Done Local intranet

Step 2: "Complete" and Submit the

Delegating to the PM (/POC)

NOTE: The COR is always responsible

- for the accuracy of the information and
- for transmission to DOCPER.

Once the basic information is entered, the COR can delegate completion of the contract information to the contract Program Manager (PM), the contractor employee with oversight responsibility of the contract or delivery order at issue.

To delegate to the PM, the COR indicates “yes” (clicking the radio button).

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER Contractor SOFA Accreditation

Program Manager | Point of Contact

logout

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

Review Application | Submit to DOCPER Save and Continue Cancel

Provide the following information for program manager or other responsible party IN GERMANY (with civilian German Address)---If management is located in the USA, provide the senior contract representative in Germany.

E-Mail

First Name Last Name

Phone FAX:

Address 1 Address 2

City Postal Code

Country ☐ United States ☒ Germany ☐ Other

Do you want to Delegate the filling out of your Form to this Program Manager? ☒ YES ☐ NO

Note: By selecting "YES", you will be creating a Login account for this Program Manager. They will be able to fill out all of the information required in this form, but only you will be able to Submit it to DOCPER for Review.

Tuesday, May 02, 2006 DoD Contractor Personnel Office

Done Local intranet

COR

Step 2: "Complete" and Submit the

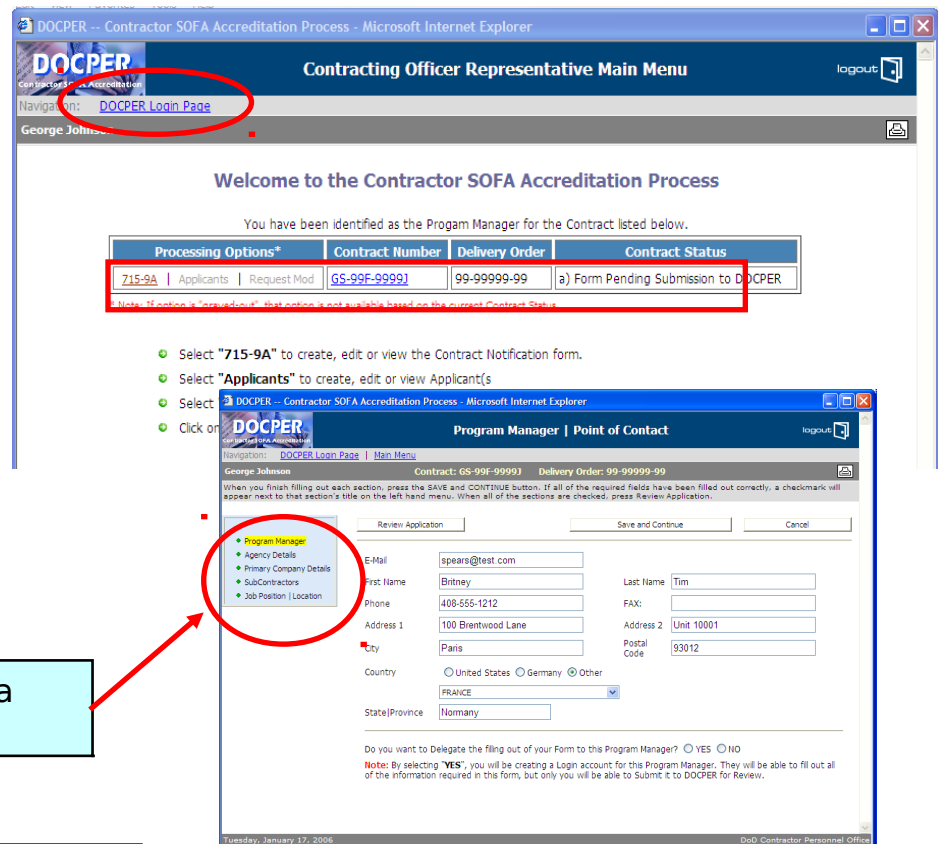
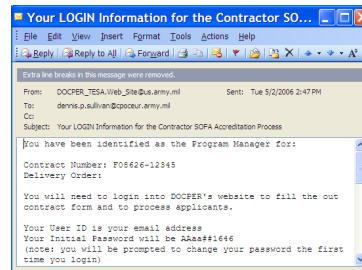
Delegating to the PM

After receiving an e-mail from the COR giving him the link to the login screen and a password, the PM can log in.

The PM sees only the contract(s) for which (s)he is the designated PM.....

And those sections of the contract that (s)he can complete....

Program Manager sees a subset of the contract process.



PM

Step 2: "Complete" and Submit the

Completing Agency and Company Information

The COR|PM completes the 715-9A form....

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER Contractor SOFA Accreditation

Agency Details

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application | Submit to DOCPER](#) [Save Agency Details and Continue](#) [Cancel](#)

Agency Name:

Please select the appropriate category for the agency listed above.

Military Address	Civilian Address
Address 1 <input type="text" value="Unit 293399"/>	Address 1 <input type="text" value="Main Street"/>
Address 2 <input type="text"/>	Address 2 <input type="text"/>
City <input type="text" value="APO"/>	City <input type="text" value="San Jose"/>
Postal Code <input type="text" value="09266"/>	Postal Code <input type="text" value="95114"/>
Country <input checked="" type="radio"/> United States <input type="radio"/> Germany <input type="radio"/> Other	Country <input checked="" type="radio"/> United States <input type="radio"/> Germany <input type="radio"/> Other
<input type="text" value="Armed Forces Europe"/>	<input type="text" value="California"/>

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Done Local intranet

Step 2: "Complete" and Submit the

Adding/Editing Sub-contractors

The COR|PM can also edit or remove existing subcontractors ... or add one.

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER SubContractor Details [logout](#)

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application](#) | [Submit to DOCPER](#) [Save and Continue](#) [Cancel](#)

[To add a SubContractor CLICK HERE](#)

	SubContractor Details	
Remove	Advanced Engineering & Planning C, Inc. 15800 Crabbs Branch Way Suite 300 Rockville, MD US 20855-2604	Edit
Remove	General Dynamics c/o Phillip Rodammer Hammonds Bks, Bldg 970, Rm 316 MA-Seckenheim, BW DE 68239	Edit

Tuesday, May 02, 2006 DoD Contractor Personnel Office Local intranet

Step 2: "Complete" and Submit the

Adding Job Positions

The next task is adding the Job Positions and locations to the form 715-9A. In filling out a new form, there will be no positions to edit. The positions must be ADDED.....

As in all other steps, the COR/PM “Saves and Continues” when done

Many

DDCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DDCPER Contractor SOFA Accreditation

Job Position | Location

logout

Navigation: [DDCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application | Submit to DDCPER](#) [Save and Continue](#) [Cancel](#)

[To add Job Position CLICK HERE](#)

	# Positions	Job Position / Location Details	
Remove	1	Spangdahlem Program Manager TE	Edit
Remove	1	Spangdahlem Site Supervisor TE	Edit
Remove	6	Spangdahlem UAP Engineers TE	Edit
Remove	2	Spangdahlem UAP Technicians none	Edit
Remove	2	Spangdahlem UDS Associate Engineers none	Edit
Remove	3	Spangdahlem UDS Engineer TE	Edit

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Done Local intranet

Step 2: “Complete” and Submit the

Entering the Work Synopsis

The next task is entering a summary of the performance work statement. Note that text is limited to 2000 characters. A 'counter' will display how many characters are left that can be added to your synopsis...note that when the counter is 0, you will not be able to enter more text.

As in all other steps, the COR/PM "Saves and Continues" when done

The screenshot shows the DOCPER (DoD Contractor Personnel Office) interface for entering a Work Synopsis. The page title is "Work Synopsis". The user is logged in as Stephanie Clinton, with Contract: F08626-12345 and Company: DRS Training & Control Systems. The navigation bar includes links for "DOCPER Login Page" and "Main Menu". A sidebar on the left lists sections: Contract Details, COR Contact Information, Program Manager, Agency Details, Primary Company Details, SubContractors, Job Position | Location, Work Synopsis (highlighted with a green diamond), and Upload Documentation. The main content area contains a "Review Application | Submit to DOCPER" button, a "Save Work Synopsis and Continue" button, and a "Cancel" button. Below these buttons is a text area for the synopsis. The text area contains the following text: "SYNOPSIS: briefly Nature and scope of work--- summary of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germany." The text area also displays a character count: "1601 characters left". Below the text area, there is a note: "Use plain language in describing work. For example, all acronyms must be spelled out on their initial reference. Please limit your response to one-half (1/2) page." The footer of the page shows the date "Tuesday, May 02, 2006" and the text "DoD Contractor Personnel Office" and "Local intranet".

DOCPER
Contractor SOFA Accreditation

Work Synopsis

logout

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

[Review Application | Submit to DOCPER](#) [Save Work Synopsis and Continue](#) [Cancel](#)

✓ Contract Details
✓ COR Contact Information
✓ Program Manager
✓ Agency Details
✓ Primary Company Details
✓ SubContractors
✓ Job Position | Location
◆ **Work Synopsis**
◆ Upload Documentation

SYNOPSIS: briefly Nature and scope of work--- summary of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germany.

1601 characters left

briefly Nature and scope of work--- summary of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germany
briefly Nature and scope of work--- summary of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germany
briefly Nature and scope of work--- summary of Performance Work Statement. NOTE: Exclude work that is not to be performed in Germany

Use plain language in describing work. For example, all acronyms must be spelled out on their initial reference.
Please limit your response to one-half (1/2) page.

Tuesday, May 02, 2006 DoD Contractor Personnel Office Local intranet

Step 2: "Complete" and Submit the

Uploading Contract Documents

Anytime during the completion of the contract but **BEFORE** submitting to DOCPER for review, you must upload all of the required documentation.

Print this screen of the uploaded documents for review/records.

The screenshot shows the DOCPER Contractor Online Processing System interface. The left sidebar contains a list of navigation links: Contract Details, COR Contact Information, Program Manager, Agency Details, Primary Company Details, SubContractors, Job Position | Location, and Work Synopsis. The 'Upload Documentation' link is highlighted with a red circle. The main content area displays the 'Upload Contract Documentation' page. It includes a table of required documentation and files that have been uploaded to DOCPER. Below the table, there are instructions and fields for selecting a source and target for uploading files. A red circle highlights the 'Print' icon in the top right corner of the main content area.

Required Documentation	Files that have been uploaded to DOCPER
✓ COR Transmittal Letter	d:\work\BMW.pdf
✓ COR Designation Letter	d:\work\3 day diet.doc
✓ Signed Contract Document	d:\work\FTA.pdf
✓ Statement of Work	d:\work\CPD_title.xls
✓ Subcontractor agreements	d:\work\Book1.xls
✓ TE/AS/TC Job Descriptions	d:\work\GPC PURCHASE APPROVAL FOR CPD1.doc

First, click the Browse button and find the file you want to upload. Then Select from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source: Browse...

Select Target: Select Document Target Upload

Step 2: "Complete" and Submit the

Stepwise Completion Tracking

Once everything is complete, each item in the blue box (red circle) is checked. Now the COR—(PM does not have this function)---can give a final review of the application....

DDCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DDCPER Contractor SOFA Accreditation

Contract Details

Navigation: [DDCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

When you finish filling out each section, press the SAVE and CONTINUE button. If all of the required fields have been filled out correctly, a checkmark will appear next to that section's title on the left hand menu. When all of the sections are checked, press Review Application.

Review Application | Submit to DDCPER Save and Continue Cancel

Contract Details

COR Contact Information

Program Manager

Agency Details

Primary Company Details

SubContractors

Job Position | Location

Work Synopsis

Upload Documentation

Article Number 73-Technical Expert Contract Number F08626-12345

Effective Date 01-Apr-1999 Delivery Order

End Period of Performance 30-Sep-2007 BPA

Final Date 30-Sep-2007

Remarks

Modification P00024 extend period of performance 9/30/2003 Modification P00026 extends period of performance 9/30/2007 *T1

Tuesday, May 02, 2006 DoD Contractor Personnel Office

Done Local intranet

Step 2: "Complete" and Submit the

Contract Completion Verification

If there are mistakes or missing data in the 715-9A, DCOPS will note the parts requiring completion / revision.

Clicking on the “section” blue link redirects to the page with missing data.

The screenshot shows a web browser window titled "DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer". The page is "Form 715-9A Review" for user "Stephanie Clinton" and contract "F08626-12345". A red circle highlights the "Review Application | Submit to DCOPER" button at the top. Below, a message states "Your application is incomplete. Please correct the following Item(s):". Two issues are listed: "You must correct the issue(s) listed below from Section: Job Position | Location" (circled in red) and "You must correct the issue(s) listed below from Section: Synopsis". The first issue notes that "Advanced Engineering & Planning C, Inc." and "General Dynamics" have no job positions assigned. The second issue notes that a "Synopsis is required". Below this, a table displays the information entered into the form.

Below is all of the information you have entered into your Form 715-9A.

Contract Details			
Article Number	73	Contract Number	F08626-12345
Effective Date	01-Apr-1999	Delivery Order	
End Period of Performance	30-Sep-2007	BPA	
Final Date	30-Sep-2007		
Remarks	Modification P00024 extend period of performance 9/30/2003 Modification P00026 extends period of performance 9/30/2007 *T1		

Primary Company	
Company Name	DRS Training & Control Systems
Civ. Phone	315-555-1212

Tuesday, May 02, 2006 DoD Contractor Personnel Office Local intranet

Step 2: “Complete” and Submit the

Contract Completion Verification

Once all areas are marked complete, the COR can submit to DOCPER for review

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER Form 715-9A Review [logout](#)

Navigation: [Main Menu](#)

Stephanie Clinton Contract: F08626-12345 Company: DRS Training & Control Systems

Please review the information listed below

All required fields in this contract are complete. --- [Submit to DOCPER for Review](#)

Below is all of the information you have entered into your Form 715-9A.

Contract Details			
Article Number	73	Contract Number	F08626-12345
Effective Date	01-Apr-1999	Delivery Order	
End Period of Performance	30-Sep-2007	BPA	
Final Date	30-Sep-2007		
Remarks	Modification P00024 extend period of performance 9/30/2003 Modification P00026 extends period of performance 9/30/2007 *T1		

Primary Company	
Company Name	DRS Training & Control Systems
Civ. Phone	315-555-1212
Mil. Phone	
Address 1	654 Anchors St.
Address 2	
City	Fort Walton Beach
State Province	FL
Postal Code	32548
Country	US

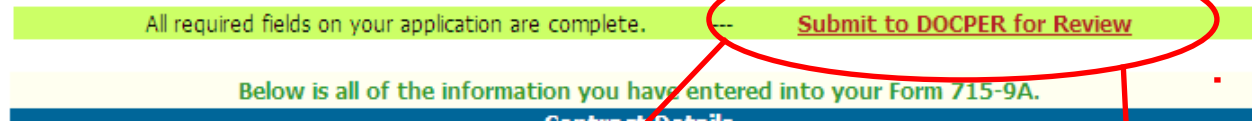
Tuesday, May 02, 2006 DoD Contractor Personnel Office

Done Local intranet

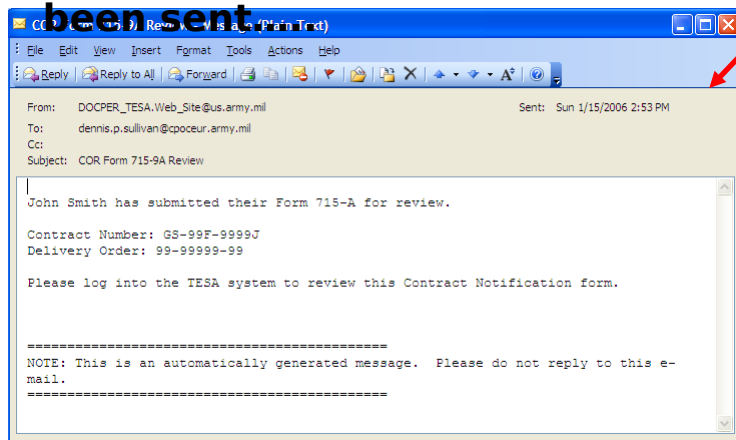
Step 2: "Complete" and Submit the

Contract Notification Email

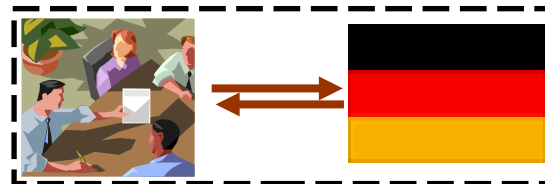
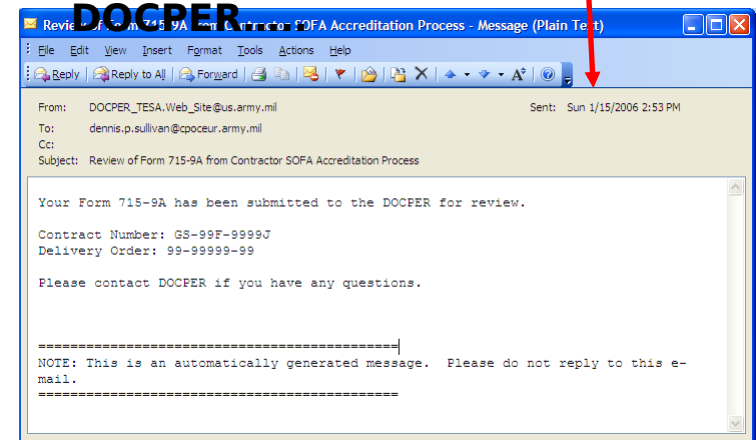
The COR submitting contract notification to DOCPER generates two e-mails.....



..... One e-mail to
DOCPer, saying that a
Contract Notification has
been sent.



.... And a confirmation to the
COR saying that the Contract
Notification has been sent to
DOCPer.



Desired Outcome: Phase I Complete: contract approved

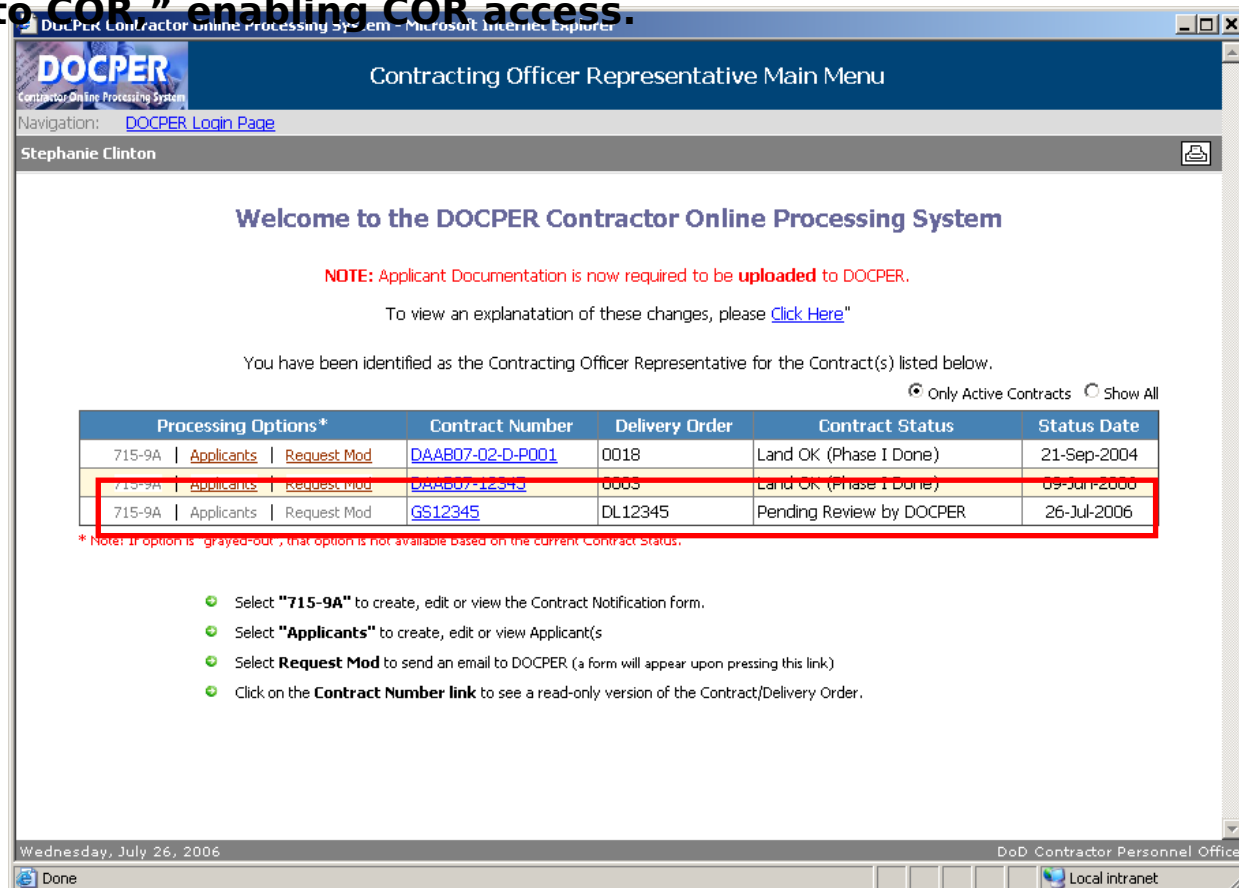
Step 2: "Complete" and Submit the

“Managing by Status” - Example 1

The contract status for that contract will now show as “Pending Approval by DOCPER”

Processing options are “grayed out” indicating that the COR cannot revise it or add applicants until DOCPER responds.

If changes are required, through correspondence the status will be changed to “Returned to COR,” enabling COR access.



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

DOCPER
Contractor Online Processing System

Contracting Officer Representative Main Menu

Navigation: [DOCPER Login Page](#)

Stephanie Clinton

Welcome to the DOCPER Contractor Online Processing System

NOTE: Applicant Documentation is now required to be **uploaded** to DOCPER.

To view an explanation of these changes, please [Click Here](#)

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

☒ Only Active Contracts ☐ Show All

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
715-9A Applicants Request Mod	DAAB07-02-D-P001	0018	Land OK (Phase I Done)	21-Sep-2004
715-9A Applicants Request Mod	DAAB07-02-D-342	0003	Land OK (Phase I Done)	09-Jun-2006
715-9A Applicants Request Mod	GS12345	DL12345	Pending Review by DOCPER	26-Jul-2006

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

- ✔ Select "715-9A" to create, edit or view the Contract Notification form.
- ✔ Select "Applicants" to create, edit or view Applicant(s)
- ✔ Select **Request Mod** to send an email to DOCPER (a form will appear upon pressing this link)
- ✔ Click on the **Contract Number** link to see a read-only version of the Contract/Delivery Order.

Wednesday, July 26, 2006

DoD Contractor Personnel Office

Done Local intranet

Step 3: COR generates Applicant's DOCPER Login ID

Clicking on "Applicants" brings up the list of positions approved for a the Contract/Delivery Order.....

"Select"ing the position and entering applicant information, generates DCOPS Applicant ID + Email.

Applicants receive individual logons and passwords, and can then fill out the application.

Processing Options*	Contract Number	Delivery Order	Contract Status	Status Date
715-001 Applicants Request Mod	DAAB07-02-D-P001	0018	Land OK (Phase I Done)	21-Sep-2004
715-001 Applicants Request Mod	DAAB07-12345	0000	Land OK (Phase I Done)	09-Jun-2006
			view by DOCPER	26-Jul-2006

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER

Contractor SOFA Accreditation

Generate | View Applicants

logout

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: GS12345 DO: DL12345 Company: Computer Sciences Corporation

Below are the current applicant(s) you have generated a login for this contract/delivery order. To Approve or Deny the application, click on their Name. If you want to remove this person from this Contract/Delivery Order, press the REMOVE link.

☒ Only Active Applicants ☐ Show All

Action	Name	Position Location	Application Status	Status Date	ME?
Remove	Arbuckel, Armand	Stuttgart C4I Systems Analyst TE	Research Required	26-Apr-2006	No
Terminate Replace	Basham, Craig	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	09-Jul-2004	No
Terminate Replace	Bush, Brian	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	15-Nov-2001	No
Terminate Replace	Connally, Brian	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	03-Nov-2005	Yes
Terminate Replace	Doran, David	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	06-Apr-2001	No
Terminate Replace	Fav, John	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	27-Oct-2003	Yes

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is "grayed-out", you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	33	5	Stuttgart C4I Systems Analyst TE	Approved
Select	3	0	Stuttgart C4I Systems Hardware Analyst TE	Approved
Select	1	0	Stuttgart C4I Systems Instructor Analyst TE	Approved
Select	1	0	Stuttgart C4I Systems Master IRM Analyst TE	Approved
Select	4	3	Stuttgart C4I Systems Requirements Analyst TE	Approved
Select	2	1	Stuttgart C4I Systems Security Analysts TE	Approved

Tuesday, May 02, 2006

DoD Contractor Personnel Office

Local intranet

Step 3: Generate Applicant

Maintaining applicants / positions

Every time you create an applicant for a position, the “Available” column is reduced by one.

Once the available count is 0, you may not select anymore applicants **UNLESS** you Remove, Terminate or Replace one applicants in the position/location.

Note also, that if a particular Job is Disapproved or “New” (i.e., pending review by DOC PER), the Select link will be grayed out.

DOC PER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOC PER Contractor SOFA Accreditation

Generate | View Applicants

Navigation: [DOC PER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: GS12345 DO: DL12345 Company: Computer Sciences Corporation

Below are the current applicant(s) you have generated a login for this contract/delivery order. To Approve or Deny the application, click on their Name. If you want to remove this person from this Contract/Delivery Order, press the REMOVE link. ☒ Only Active Applicants ☐ Show All

Action	Name	Position Location	Application Status	Status Date	ME?
Remove	Arbuckle, Armand	Stuttgart C4I Systems Analyst TE	Research Required	26-Apr-2006	No
Terminate Replace	Basham, Craig	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	09-Jul-2004	No
Terminate Replace	Bush, Brian	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	15-Nov-2001	No
Terminate Replace	Connelly, Brian	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	03-Nov-2005	Yes
Terminate Replace	Doran, David	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	06-Apr-2001	No
Terminate Replace	Fay, John	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	27-Oct-2003	Yes

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	33	5	Stuttgart C4I Systems Analyst TE	Approved
Select	3	0	Stuttgart C4I Systems Hardware Analyst TE	Approved
Select	1	0	Stuttgart C4I Systems Instructor Analyst TE	Approved
Select	1	0	Stuttgart C4I Systems Master IRM Analyst TE	Approved
Select	4	3	Stuttgart C4I Systems Requirements Analyst TE	Approved
Select	2	1	Stuttgart C4I Systems Security Analysts TE	Approved

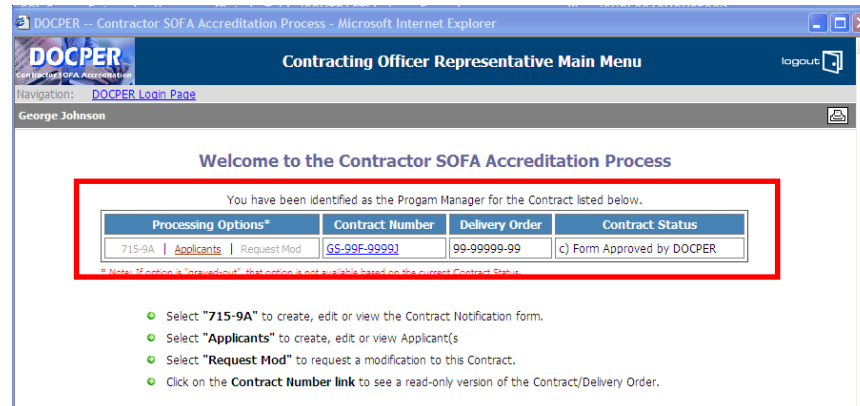
Tuesday, May 02, 2006 DoD Contractor Personnel Office Local intranet

Delegating to the PM

The Program Manager (if authorized by the COR) can also log in and see the same screen....



The image shows the login page for the DOCPER Contractor SOFA Accreditation Process. At the top, there is a header with the DOCPER logo and the text "DoD Contractor Personnel Office". Below the header, the title "Contractor SOFA Accreditation Process" is displayed. A "Login" section follows, with the instruction "To login, please enter your email address and password below." There are two input fields: "Email:" with the value "johnson@test.com" and "Password:" with a masked password "*****". A "Login" button is located below the password field.



The image shows the "Contracting Officer Representative Main Menu" in a Microsoft Internet Explorer browser window. The title bar reads "DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer". The page header includes the DOCPER logo and the text "Contracting Officer Representative Main Menu". Below the header, the user "George Johnson" is logged in. The main content area is titled "Welcome to the Contractor SOFA Accreditation Process" and includes a message: "You have been identified as the Program Manager for the Contract listed below." A table is displayed with the following data:


Processing Options*	Contract Number	Delivery Order	Contract Status
715-9A Applicants Request Mod	GS-99F-9999J	99-99999-99	(c) Form Approved by DOCPER

Below the table, there is a note: "Note: If option is 'grayed out', that option is not available based on the current Contract Status." A list of instructions follows:

- Select "715-9A" to create, edit or view the Contract Notification form.
- Select "Applicants" to create, edit or view Applicant(s).
- Select "Request Mod" to request a modification to this Contract.
- Click on the [Contract Number](#) link to see a read-only version of the Contract/Delivery Order.

NOTE: The COR is always responsible

- for the accuracy of the information and
- for transmission to DOCPER.



The image shows the "Generate | View Applicants" screen in a Microsoft Internet Explorer browser window. The title bar reads "DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer". The page header includes the DOCPER logo and the text "Generate | View Applicants". Below the header, the user "George Johnson" is logged in. The main content area is titled "Generate | View Applicants" and includes a message: "Below are the Positions currently approved for this Contract/Delivery Order that have NOT been allocated to a potential Applicant. Press the SELECT link to start the process of allocating a position to a potential applicant." A table is displayed with the following data:

	# Positions	Job Position / Location Details
Select	4	TC Medical Assistant Kais Gebauede 708 Kaiserslautern-Einsiedlerhof Rheinland-Pfalz
Select	2	TE Senior Systems Analyst US K Bad Albing Bayern
Select	3	TE Telecommunications Specialist Heidelberg Baden-Wuerttemberg

Step 3: COR generates Applicant's DOCPER

Generating Applicants

Once the company knows who they wish to submit for accreditation under the contract, either the COR or the Program Manager can enter the name and e-mail address of the “Applicant” into the system.

Once a position is approved, a select button on the View Applicant web page will be ‘enabled’. Click on this link to generate an applicant for this position/location.

Below are the Positions currently approved for this Contract/Delivery Order that have **NOT** been allocated to a potential Applicant. Press the SELECT link to start the process of allocating a position to a potential applicant.

#	Positions	Job Position / Location Details
Select	4	TC Medical Assistant Kais Gebauede 708 Kaiserslautern-Eins
Select	2	TE Senior Systems Analyst US K Bad Aibling Bayern
Select	3	TE Telecommunications Specialist Heidelberg Baden-Wuerttem

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER
Contractor SOFA Accreditation

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Timothy Hennessy Contract: GS-23F-0232K DO: umbrella Company: General Dynamics Land Systems

Position: Technical Expert | , HE

To add a potential applicant for this position, fill out all of the information below and press the "Generate New Applicant Login" button.

Military Exigency Requested? ☐ Yes ☒ No

Email Address

Name: (Last) (First)

Salary \$.00 (annual salary--no commas)

Start Date (Start date is the applicant's starting date of employment in Germany under this Job and must be > or = today's date.)

End Date 29-Nov-2006 (End date of employment contract must be less than or equal to contract final end date.)

Remuneration Package List items of the remuneration package as described in the contract: housing allowance, cost of living allowance, health insurance, etc.

Remarks Note: Remarks are displayed in the email that will be sent to this applicant upon pressing the Generate New Applicant Login button.

Monday, April 17, 2006 DoD Contractor Personnel Office

Done Local intranet

Clicking on “Generate the Applicant Login” sends an e-mail to the “Applicant” assigning him/her a password to log into the system and fill out an application....

Step 3: COR generates Applicant’s DOCPER

Applicant Notification Confirmation Email

.... The COR/PM receives a confirmation that the e-mail was sent.....

The screenshot displays the DOCPER web application in Microsoft Internet Explorer. The page title is "DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer". The header includes the DOCPER logo, navigation links for "DOCPER Login Page" and "Main Menu", and user information for "John Smith" with "Contract: GS-99F-9999J" and "Delivery Order: 99-99999-99".

Below the header, a message states: "Below are the current applicant(s) you have generated a login for this contract/delivery order. To Approve or Deny the application, click on their Name. If you have not received their application and want to send them a reminder, press the SEND link. If you want to remove this person from this Contract/Delivery Order, press the REMOVE link."

	Reminder?	Name	Application Status	Position Location
Remove	SEND	Mary Smith	Submitted for COR Review	TC Kaiserslautern-Einsiedlerhof, Rheinland-Pfalz
Remove	SEND	Robert Laphes	Pending Completion	TE Bad Aibling, Bayern
Remove	SEND	Bill Norton	Pending Completion	TE Heidelberg, Baden-Wuerttemberg
Remove	SEND	Philip West	Submitted for DOCPER Review	TE Heidelberg, Baden-Wuerttemberg

Below the table, a message states: "Below are the Positions currently approved for this Contract/Delivery Order that have NOT been allocated to a potential Applicant. Press the SELECT link to start the process of allocating a position to a potential applicant."

A red arrow points from the "Mary Smith" link in the table to a confirmation email window. The email, titled "Your LOGIN Information for the Contractor SOFA Accreditation Process...", is from "DOCPER_TESA.Web_Site@us.army.mil" to "dennis.p.sullivan@cpoccur.army.mil". The subject is "Your LOGIN Information for the Contractor SOFA Accreditation Process". The body text reads: "You have been identified as a potential applicant for a Department of Defense contract. You must fill out an online application on our website to be considered for this contract. Your User ID is your email address. Your Initial Password will be Ahaa#5681 (note: you will be prompted to changed your password upon your first login). To login, click on the link below (or cut and paste the link into your browser address block)".

A "Microsoft Internet Explorer" dialog box with a yellow warning icon and the text "Notification has been sent." with an "OK" button is also visible.

The footer of the page shows the date "Sunday, January 15, 2006" and the text "DoD Contractor Personnel Office".

Step 3: COR generates Applicant's DOCPER

Step 4: “Complete” the Application

Delegating to the Applicant



NOTE: The COR is always responsible

- for the accuracy of the information and
- for transmission to DOCPER.

The new Applicant, Mary Smith, can now log in and complete her application.....

The screenshot shows the DOCPER (DoD Contractor Personnel Office) login page. The header features the DOCPER logo and the text "DoD Contractor Personnel Office". Below the header, the title "Contractor SOFA Accreditation Process" is displayed. The "Login" section includes the instruction "To login, please enter your email address and password below." and a form with two input fields: "Email:" with the value "mary.smith@AOL.com" and "Password:" with masked characters. A "Login" button is positioned below the password field. A link for "Forgot your password?" is located below the login button. At the bottom of the page, there is a link for "Privacy and Security Notice".



Step 4: “Complete” the

Applicant Log-In

Once the applicant logs on, here's the screen she will see.....

The first item is to create her application....

The screenshot shows a web browser window titled "DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer". The page has a blue header with the "DOCPER Contractor SOFA Accreditation" logo on the left and "Welcome to the application process!" on the right, with a "logout" link. Below the header is a navigation bar with "Navigation: DOCPER Login Page". A status bar shows "Name Here", "Contract: GS-99F-9999J", and "Delivery Order: 99-99999-99". The main content area starts with a paragraph: "Please read the Privacy Act Statement. Then select one of these options: 1) Click on the 'Create, edit or view your application' link below to fill out your application; 2) Click on the 'Submit for Review by the COR' if your application is complete; or 3) Print the data you have filled out so far." Below this is a line of text: "Type of work you are applying for is: Technical Expert Company: General Dynamics Location: Heidelberg, Germany". Three links are listed: "Create, edit or view your application" (circled in red), "Submit for Review by COR | PM", and "Print Final Application". A paragraph follows: "There are three parts that make up your application (click on the 'Create, edit or view your application' link above to start this process)." A bulleted list shows the application parts: "General Personal Information" (Address, phone numbers, etc.), "Examination of Ordinarily Resident" (text about NATO SOFA SA), and "Your 'Core' Resume" (place and years of employment, education, etc.). A green instruction line says: "Once you are finished with your application click on the 'Submit for Review by the COR' link above." At the bottom is a "Privacy Act Statement" link. The footer shows "Tuesday, January 17, 2006" and "DoD Contractor Personnel Office".



Step 4: "Complete" the

Stepwise Application Completion

The applicant completes the application, page by page, including uploading application documents...

DOCPER
Contractor Online Processing System

Navigation: [DOCPER Login Page](#) | [Logout](#)

Kelly Hall

When you finish filling out each section, the sections will appear next to that section's title on the left.

- Personal Data**
 - ✓ General Details
 - ✓ Address
 - ✓ Spouse Details
 - ✓ Spouse Employment
- Examination of Ordinarily Resident**
 - ✓ Residence Without Status
 - ✓ Employment W/O Status
 - ✓ Property
 - ✓ Benefits
 - ✓ Children Details
 - ✓ Child Schools
 - ✓ Other Income
 - ✓ Social Relations
- Other Information**
 - ✓ Declarations of Employee
 - ✓ Remarks
 - ◆ Upload Documentation

Tuesday, July 04, 2006

DOCPER
Contractor Online Processing System

Upload Applicant Documentation

Navigation: [Main Menu](#) | [Application Process Main Menu](#)

Kelly Hall

Please review the information listed below

[Return to Application Review](#)

Form 715-9A is required before your Application can be considered by the COR. If you have your signed Resume and Job Offer, please upload it as well.

Note: Before your documentation can be submitted to the German authorities, all 3 documents must be uploaded by you or your COR/PM

Required Documentation	Files that have been uploaded
◆ Signed Form 715-9C	
◆ Signed Resume	
◆ Signed Offer Letter	

First, click the Browse button and find the file you want to upload. Then **select** from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source:

Select Target:

Tuesday, July 04, 2006

DoD Contractor Personnel Office

Done



Step 4: "Complete" the

Applicant Document Uploading

1) Applicants can upload their job offer letter and resume. These are not required before the Applicant can submit their application, BUT are required before the COR|PM submits to DOCPER.

2) Once the applicant completes entering information, the Form 715-9C is automatically formatted in DCOPS. (Either COR or Applicant) Print the 715-9C, obtain applicant signature, then scan and upload printed and signed application into DCOPS.

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

Welcome to the application process!

Navigation: [DOCPER Login Page](#)

Kelly Hall

Please read the Privacy Act Statement. Then select one of these options: 1) Click on the "Create, edit or view your application" link below to fill out your application; 2) Click on the "Submit for Review by the COR" if your application is complete; or 3) Print the data you have filled out so far.

Position Type: **Technical Expert** Company: **L-3 Communications ILEX Systems, Inc.** Location: **Darmstadt**

1) [Create, edit or view your application](#) [Submit for Review by COR|PM](#) **2)** [Print Final Application](#)

There are three parts that make up your application (click on the "Create, edit or view your application" link above to start this process).

- **General Personal Information**
Address, phone numbers, etc.
- **Examination of Ordinarily Resident**
Individuals who are ordinarily resident in the territory of the Federal Republic of Germany in accordance with Article 72/73 NATO SOFA SA at the time commencing work under a contract in Germany are not entitled to exemptions and benefits provided under the provisions of Articles 72/73 NATO SOFA SA. In determining whether an individual is ordinarily resident in Germany, the totality of circumstances are weighed to see whether the individual has shifted the main focus of vital interests from another nation to Germany. This examination does not relate to Article X NATO SOFA.
- **Sign and Upload Documentation**
Once you complete your application, you will need to print, sign and upload it before you can continue in the application process. In addition, your signed offer letter and resume may be required to be uploaded (this is at the discretion of your COR|PM).

Once you are finished with your application click on the "[Submit for Review by the COR](#)" link above.

[Privacy Act Statement](#)

Tuesday, July 04, 2006 DoD Contractor Personnel Office

Done Local intranet



Step 4: "Complete" the

Upload Verification

If the applicant **Reviews** or tries to submit their applicant for review,

the system verifies that the Form 715-9C has been uploaded.

Navigation: [Main Menu](#) | [Application Process Main Menu](#)

Kelly Hall

Please review the information listed below

[Return to Application Review](#)

Form 715-9A is required before your Application can be considered by the COR. If you have your signed Resume and Job Offer, please upload it as well.

Note, before your application can be submitted to the German authorities, all 3 documents must be uploaded by you or your COR/PM.

Required Documentation	Files that have been uploaded
✓ Signed Form 715-9C	d:\work\Test Form Kelly.rtf
◆ Signed Resume	
◆ Signed Offer Letter	

First, click the Browse button and find the file you want to upload. Then **select** from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

Select Source:

Select Target:

File d:\work\Test Form Kelly.rtf uploaded successfully

Tuesday, July 04, 2006 DoD Contractor Personnel Office

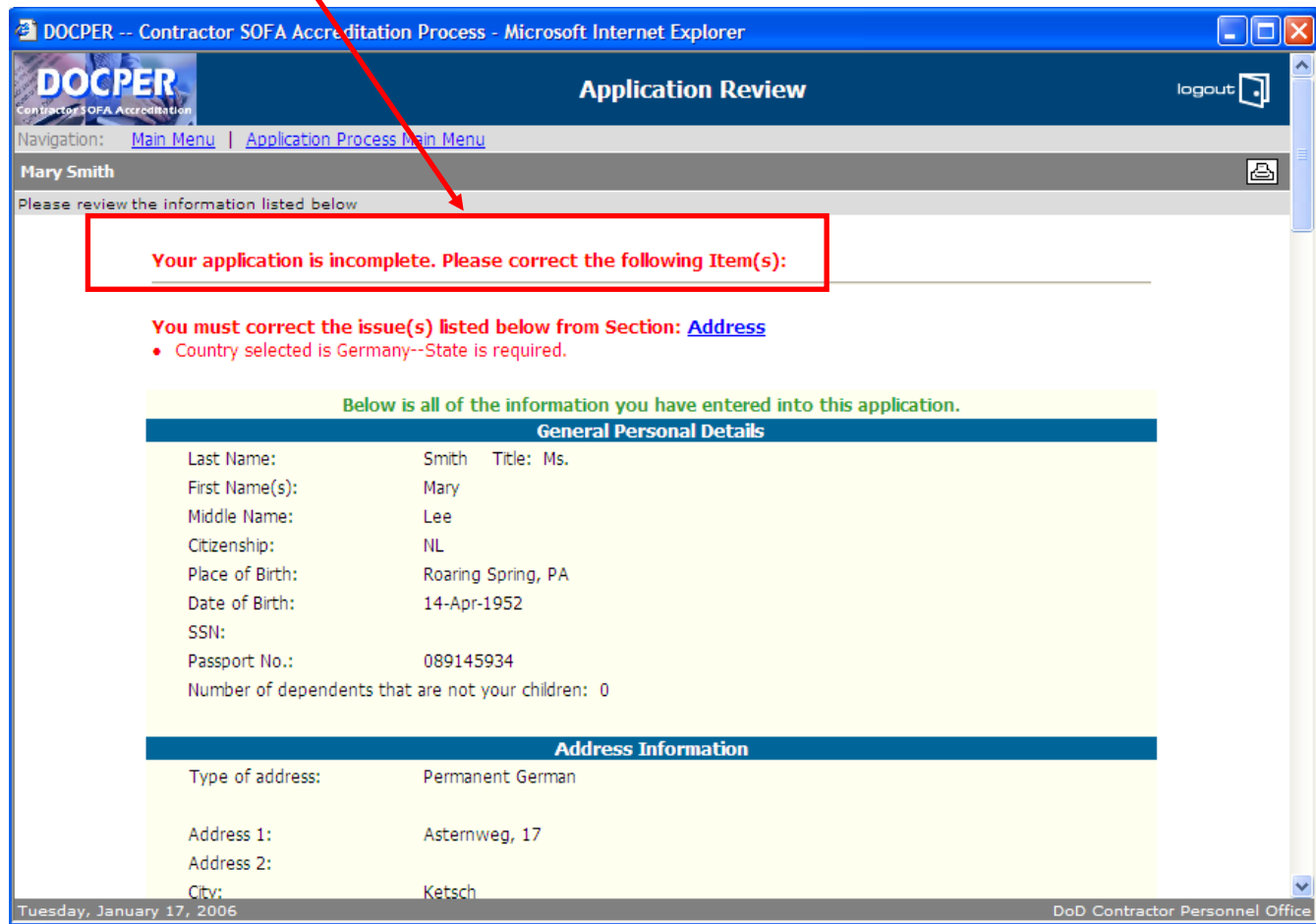
Done Local intranet



Step 4: "Complete" the

Application Completion Verification

If the applicant tries to submit before the application is properly completed, the applicant will be notified of *required information* that must be completed or corrected.



DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER Contractor SOFA Accreditation

Application Review

logout

Navigation: [Main Menu](#) | [Application Process Main Menu](#)

Mary Smith

Please review the information listed below

Your application is incomplete. Please correct the following Item(s):

You must correct the issue(s) listed below from Section: [Address](#)

- Country selected is Germany--State is required.

Below is all of the information you have entered into this application.

General Personal Details	
Last Name:	Smith Title: Ms.
First Name(s):	Mary
Middle Name:	Lee
Citizenship:	NL
Place of Birth:	Roaring Spring, PA
Date of Birth:	14-Apr-1952
SSN:	
Passport No.:	089145934
Number of dependents that are not your children:	0

Address Information	
Type of address:	Permanent German
Address 1:	Asternweg, 17
Address 2:	
City:	Ketsch

Tuesday, January 17, 2006 DoD Contractor Personnel Office



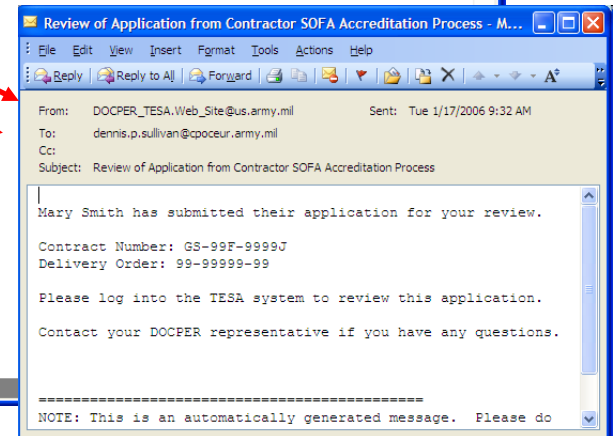
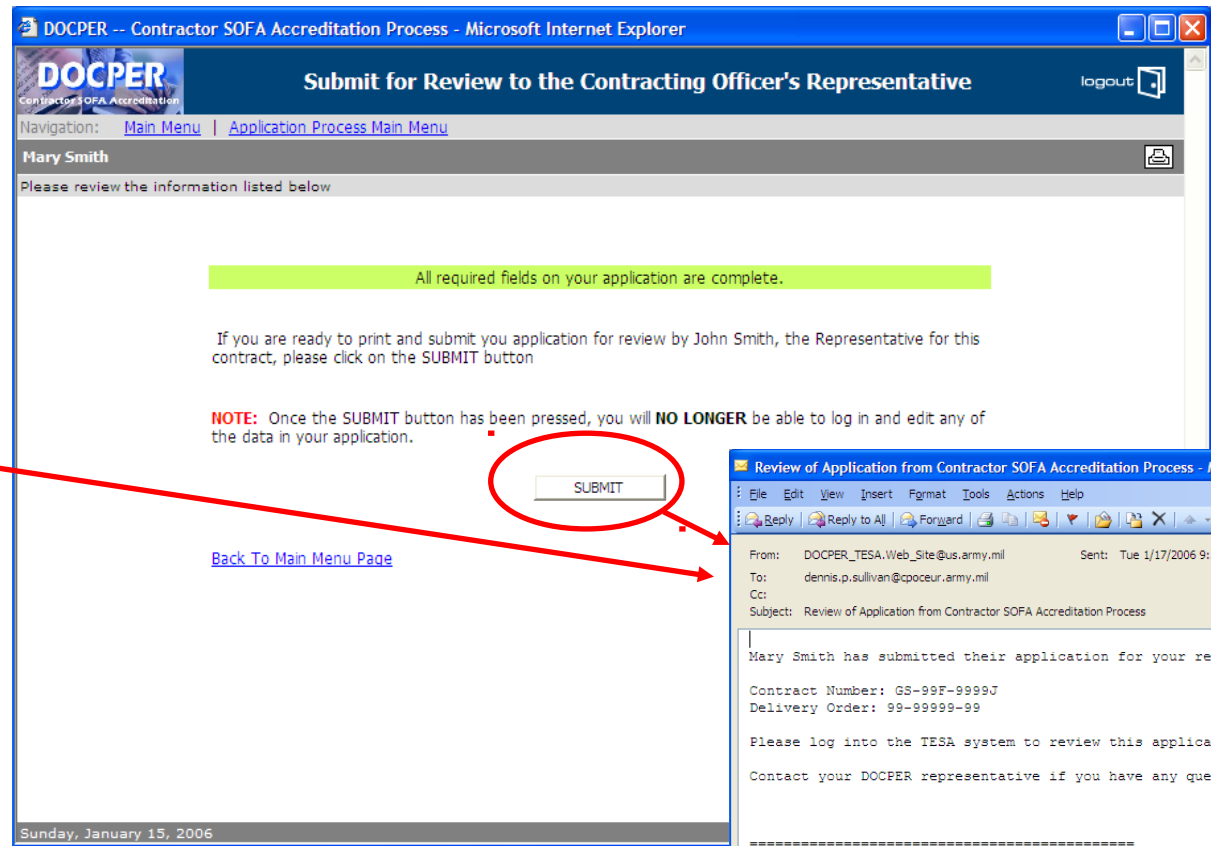
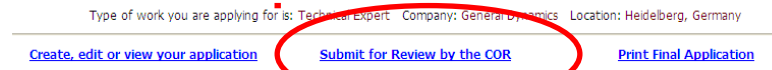
Step 4: "Complete" the

Once complete, the applicant can submit his/her application to the COR.

.... Either from the main menu....

.... Or from the applicant form page....

Upon submission of the application to the COR, the system will generate an e-mail, notifying the COR that an applicant package has been sent to the COR for review.



Step 4: "Complete" the

COR Application Disapproval

If the application is denied by the COR, or needs further work, he/she can click the “No” radio button, disapproving the application.....

As appropriate, the COR can add comments, or list the application defects needing correction....

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER
Contractor SOFA Accreditation

Review Applicant Information and Set Status [logout](#)

Navigation: [DOCPER Login Page](#) | [Main Menu](#) | [Generate](#) | [View Applicants](#)

John Smith Contract: GS-99F-9999J Delivery Order: 99-99999-99

Please review the information listed below

Application Approved: ☐ Yes ☒ No [Cancel](#)

List Application Deficits:

General Personal Details

Last Name:	Smith	Title: Ms.
First Name(s):	Mary	
Middle Name:	Lee	
Citizenship:	NL	
Place of Birth:	Roaring Spring, PA	
Date of Birth:	14-Apr-1952	
SSN:		
Passport No.:	089145934	
Number of dependents that are not your children:	0	

Address Information

Type of address:	Permanent German
Address 1:	Asterweg, 17

Tuesday, January 17, 2006 DoD Contractor Personnel Office

NOTE: The COR is always responsible

- for the accuracy of the information and
- for transmission to DOCPER.

Step 4: “Complete” the

COR | PM Applicant Document Uploading

Once an applicant has submitted their application for review, access the **View Applicant** screen and click on their Name.

Action	Name	Position Location	Application Status	Status Date	ME?
Remove	Don, Jones	Darmstadt Field Software Service Engineer TE	Pending Submission to COR	28-Jun-2006	No
Remove	Jones, Leeli	Darmstadt Field Software Service Engineer TE	Pending Submission to COR	12-May-2006	Yes
Remove	Hall, Kelly	Darmstadt Programmer/Analyst - Field Service TE	Pending Review by COR	04-Jul-2006	Yes
Terminate Replace	Somers, Joseph	Darmstadt Programmer/Analyst - Field Service TE	Land OK (Phase II Done)	20-Aug-2002	Yes

Two links have been added to the Review Applicant screen.

Navigation: [DOCPER Login Page](#) | [Main Menu](#) | [Generate | View Applicants](#)

Stephanie Clinton

Please review the information listed below.

[Print Form 715-9C](#) [Upload Applicant Documentation](#) [View Applicant Documentation](#)

Application Status: **Pending Review by COR** [Cancel](#)

Application Approved: ☐ Yes ☐ No

NOTE: The COR is always responsible

- for the accuracy of the information and
- for transmission to DOCPER.

Step 4: "Complete" the

Document Upload Monitoring

This screen is the same format as the applicant upload web page WITH the additional required documentation.

Navigation: [DOCPER Login Page](#) | [Main Menu](#) | [Generate](#) | [View Applicants](#)

Stephanie Clinton

Please review the information listed below.

[Print Form 715-9C](#) [Upload Applicant Documentation](#) [View Applicant Documentation](#)

Application Status: **Pending Review by COR** [Cancel](#)

Application Approved: ☐ Yes ☐ No

DOCPER Contractor Online Processing System - Microsoft Internet Explorer

DOCPER Upload Applicant Documentation

Navigation: [DOCPER Login Page](#) | [Main Menu](#) | [Generate](#) | [View Applicants](#)

Stephanie Clinton Contract: DAAB07-02-D-P001 DO: 0018 Company: L-3 Communications ILEX Systems, Inc.

Please review the information listed below.

[Return to Applicant Review](#)

The required Documentation listed below must be uploaded before the Application form can be considered by DOCPER.

Required Documentation	Files that have been uploaded
✓ Signed Form 715-9C (required)	d:\work\Test Form Kelly.rtf
◆ Signed Resume (required)	
◆ Signed Offer Letter (required)	
◆ Job Description--for Applicant (required)	
◆ Contract Portion (required)	
◆ DD 1172-2 Spreadsheet	
◆ ME Letter (if applicable-required)	
◆ Licenses	
◆ Certifications	
◆ DD 214	

First, click the Browse button and find the file you want to upload. Then Select from the document target drop down list the subject that your file refers to. Once the Source and Target have been selected, press the Upload Button. Continue uploading files for all required documentation topics listed above.

NOTE: If you have multiple files for the same topic (i.e., Licenses; Certifications), you need to combind their into one document before uploading).

Select Source: [Browse...](#)

Select Target: [Upload](#)

Tuesday, July 04, 2006 DoD Contractor Personnel Office

Done Local intranet

You can print this screen of the uploaded documents for your review/records.

Step 4: "Complete" the

Note: File Name “normalization”

The top screenshot shows the DOCPER Contractor Online Processing System interface. The navigation bar includes links for [DOCPER Login Page](#), [Main Menu](#), [Generate](#), and [View Applicants](#). The user is logged in as Stephanie Clinton. Below the navigation bar, there are three buttons: [Print Form 715-9C](#), [Upload Applicant Documentation](#), and [View Applicant Documentation](#). The [View Applicant Documentation](#) button is circled in red, and a red arrow points down to the bottom screenshot. The application status is **Pending Review by COR**.

The bottom screenshot shows the 'Print or View Contract Documentation' page. The navigation bar is the same. Below the navigation bar, there is a [Return to Applicant Review](#) button. A message states: 'These files have been downloaded. Click on each link you wish to view or print.' Below this message is a table with three columns: Documentation File Name, Create Date, and File Size.

Documentation File Name	Create Date	File Size
959_7210_Contract.xls	7/3/2006	13,824 bytes
959_7210_DD214.doc	7/3/2006	45,056 bytes
959_7210_Form715_9C.doc	7/3/2006	21,504 bytes

Note: When you want to view or print a document that has been uploaded, please note that the file name has been **normalized** (renamed).

e.g., the uploaded document 'd:\work\Test Form Kelly.rtf' becomes **959_7210_Form715_9C.rtf**.

959 is our internal contract #; **7210** is our internal applicant ID; **Form715_9C** is the generic name for this documentation type.

NOTE: DOCPER sees the exact same screen that you do. When an applicant uploads a document it can be viewed by DOCPER—i.e., no further action is ever necessary by you for DOCPER to see anything that an applicant uploads.

Step 4: “Complete” the

“Managing by Status” - Example 2

The COR or PM can now log in and see that the status of Bill Carter’s application now indicates that the COR has returned it for correction

DOCPER -- Contractor SOFA Accreditation Process - Microsoft Internet Explorer

DOCPER Contractor SOFA Accreditation

Generate | View Applicants

Navigation: [DOCPER Login Page](#) | [Main Menu](#)

Stephanie Clinton Contract: GS12345 DO: DL12345 Company: Computer Sciences Corporation

Below are the current applicant(s) you have generated a login for this contract/delivery order. To Approve or Deny the application, click on their Name. If you want to remove this person from this Contract/Delivery Order, press the REMOVE link. ☒ Only Active Applicants ☐ Show All

Action	Name	Position Location	Application Status	Status Date	ME?
Remove	Arbuckle, Armand	Stuttgart C4I Systems Analyst TE	Returned for Correction-COR	26-Apr-2006	No
Terminate Replace	Basham, Craig	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	09-Jul-2004	No
Terminate Replace	Bush, Brian	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	15-Nov-2001	No
Remove	Carter, Bill	Stuttgart C4I Systems Analyst TE	Pending Submission to COR	02-May-2006	No
Terminate Replace	Connelly, Brian	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	03-Nov-2005	Yes
Terminate Replace	Doran, David	Stuttgart C4I Systems Analyst TE	Land OK (Phase II Done)	06-Apr-2001	No

Below are the Position(s) approved for this Contract/Delivery Order. Press the **Select** link to start the process of allocating a position to a potential applicant. (note: if the Select link is 'grayed-out', you have already allocated all of the positions for that Job)

	# Positions	Available	Job Position / Location Details	Job Status
Select	33	4	Stuttgart C4I Systems Analyst TE	Approved
Select	3	0	Stuttgart C4I Systems Hardware Analyst TE	Approved
Select	1	0	Stuttgart C4I Systems Instructor Analyst TE	Approved
Select	1	0	Stuttgart C4I Systems Master IRM Analyst TE	Approved
Select	4	3	Stuttgart C4I Systems Requirements Analyst TE	Approved
Select	2	1	Stuttgart C4I Systems Security Analysts TE	Approved

Tuesday, May 02, 2006 DoD Contractor Personnel Office

Local intranet

Step 4: “Complete” the

Step 5: Submit the Application

The COR can then log in.....

... and go the contract....

You have been identified as the Contracting Officer Representative for the Contract(s) listed below.

Processing Options*	Contract Number	Delivery Order	Contract Status
715-9A Applicants Request Mod	GS-99F-99999	99-99999-99	c) Form Approved by DOCPER
715-9A Applicants Request Mod	GS-99F-99999	55-1234-12	f) Applicants Approved by Laendar
715-9A Applicants Request Mod	HBCHA-99-9999	77-7777-77	g) Mod Requested by COR

* Note: If option is "grayed-out", that option is not available based on the current Contract Status.

Click on "Applicants"....

Call up the applicant's submission....

Remove	Arbuckle, Armand	Stuttgart C-4 Systems Analyst TE	Research Required	26-Apr-2006	No
Terminate Revoke	Bashir, Abdul	Stuttgart C-4 Systems Analyst TE	Land OK (Phase II Done)	09-Jul-2004	No
Terminate Revoke	Bush, Brian	Stuttgart C-4 Systems Analyst TE	Land OK (Phase II Done)	15-Nov-2001	No
Remove	Carter, Bill	Stuttgart C-4 Systems Analyst TE	Pending Submission to COR	02-May-2006	No

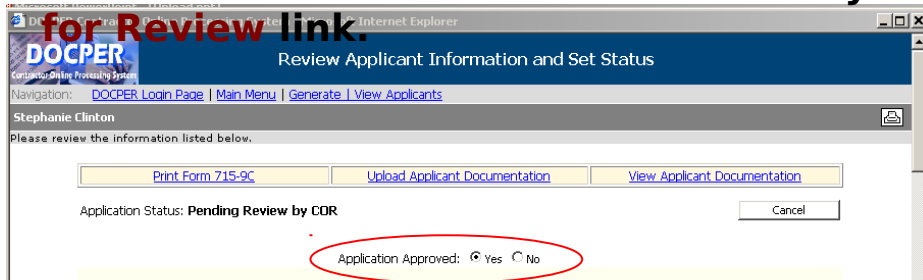
... and review and act on the application.....

Step 5: Submit the

Submit the Application for Phase II Review

Once all the documentation has been uploaded, the 'Digital Request Memo' includes a list of statements that the COR certifies when submitting this applicant to DOCPER.

Please read these statements carefully before pressing the **Submit to DOCPER for Review** link.



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

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Stephanie Clinton

Please review the information listed below.

[Print Form 715-9C](#) [Upload Applicant Documentation](#) [View Applicant Documentation](#)

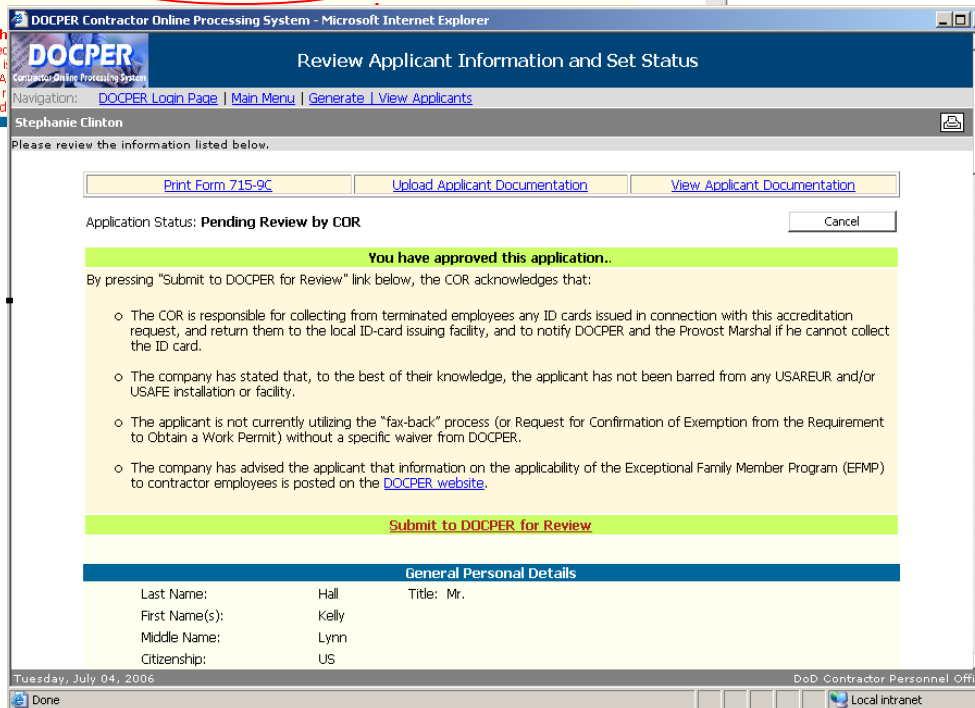
Application Status: Pending Review by COR

Application Approved: ☒ Yes ☐ No

Phase II: Application Approval

You must correct the following items:

- Signed Resume is required
- Signed Offer Letter is required
- Job Description for A is required
- Contract Portions is required
- ME Letter is required



DOCPER Contractor Online Processing System - Microsoft Internet Explorer

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Stephanie Clinton

Please review the information listed below.

[Print Form 715-9C](#) [Upload Applicant Documentation](#) [View Applicant Documentation](#)

Application Status: Pending Review by COR

You have approved this application..

By pressing "Submit to DOCPER for Review" link below, the COR acknowledges that:

- The COR is responsible for collecting from terminated employees any ID cards issued in connection with this accreditation request, and return them to the local ID-card issuing facility, and to notify DOCPER and the Provost Marshal if he cannot collect the ID card.
- The company has stated that, to the best of their knowledge, the applicant has not been barred from any USAREUR and/or USAFE installation or facility.
- The applicant is not currently utilizing the "fax-back" process (or Request for Confirmation of Exemption from the Requirement to Obtain a Work Permit) without a specific waiver from DOCPER.
- The company has advised the applicant that information on the applicability of the Exceptional Family Member Program (EFMP) to contractor employees is posted on the [DOCPER website](#).

Submit to DOCPER for Review

General Personal Details

Last Name:	Hall	Title: Mr.
First Name(s):	Kelly	
Middle Name:	Lynn	
Citizenship:	US	

Tuesday, July 04, 2006

DoD Contractor Personnel Office

Local intranet



**Desired Outcome:
Phase II Complete:
applicant approved**

Step 5: Submit the

Continuous DCOPS Improvement....

- The preceding pages give you a feeling for how DCOPS works
- As we get more feedback regarding system issues, DOCPER will refine this guidance.
- We plan to keep the guidance at less than 50 pages.
- Please provide comments or questions to:
william.kruft@us.army.mil, DOCPER